- FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.

- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.

expenses@ico.org.uk with "approved expenses" in the subject.

- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.

NAME:				Elizabeth	Denham	DATE OF CLAIM:  DD/MM/YY	23/02/18			CLAIN	Denh23-02-18	
					COST CENTRE (TEAM NUME	ER / NAME):	120 - LI	ADERSH	IP TEAM	overwrite th		
DATE & TIME (FOR SUBSISTENCE CLAIMS)		TOTAL				RECEIPT	NO.	NO.	AMOUNT CLAIMED		FINANCE US	
ECEIPT DATE/ TRIP START	TRIP	ND	TOTAL	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES	PASSENGERS	CHOOSE	PROJECT CODE	
MM/YY 00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST			S N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
0/01/18			n/a	External meetings in London	Refreshments on train	UK Subsistence & meals 26001		N/A	1	4.00		120-26001-
7/01/18			n/a	BIIDPA Meeting, Manchester	Drinks Reception for International Commissisoners	Hosting and working lunches 26050		N/A	9	59.62		120-26050-
3/01/18			n/a	External meetings in London	Refreshments in London	UK Subsistence & meals 26001		N/A	-1	2.20		120-26001
3/01/18			n/a	External meetings in London	Lunch in London	UK Subsistence & meals 26001		N/A	1	12.78		120-26001
3/01/18			n/a	External meetings in London	Refreshments in London	UK Subsistence & meals 26001	+	N/A	2	8.89		120-26001
3/01/18			n/a	External meetings in London	Lunch in London	UK Subsistence & meals 26001		N/A	2	12.78		120-26001
1/01/18			n/a	External meetings in London	Dinner in London	UK Subsistence & meals 26001		N/A	2	42.75		120-26001
1/02/18			n/a	External meetings in London	Taxi in Wilmslow	UK Travel & Accommodation 26001		3 N/A	1	12.00		120-26001
1/02/18			n/a	External meetings in London	Dinner with	Hosting and working lunches 26050		N/A	3	159.19		120-26050
2/02/18			n/a	External meetings in London	Hotel in London	UK Travel & Accommodation 26001		N/A	1	213.60		120-26001
/02/18			n/a		Deduction for SLT Dinner			-		-264.50		
			.,.									
								_				
								1				
								1				
								1				
								_				
	-							_				
	-						-	-	-			-
	-							-	-			
								-				
_								-	-			-
	-											
_	-											
any notes relatir	ng to this clain	here										
				£264.50 being deducted for SLT D	nner in December as charge card used							
						TOTAL EXPENSES INCURRED				263.31		
mant declarati	on			Elizabeth Denham		CASH ADVANCE RECEIVED						
nant decidiati				FINANCSI PERIORI		CASILIAD VAILED INCOLUED						
firm that all o	f the above e	expenses	nave be	en incurred wholly, exclusively and necessarily on IC	CO business and that where car or motorcycle mileage has been	TOTAL CLAIMED/(REPAID TO F	INANCE)			263.31		
					in connection with business, was taxed and had a valid MOT	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
	ate of travel		and th	e remote asea mad a motor modulatee policy for ase	m connection with business, was taxed and had a valid MOT		_					
	ate of travel											

NO ERRORS n/a

- FOR DETAILED INSTRUCTIONS SEE INSTRUCTIONS TAB.
- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.

- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.

		NAME:			Emma	Bate	DD/MM/YY		22/02/1	.8	CLAIR	Bate22-02-18	
						COST CENTRE (TEAM NUMBER	/ NAME):	110 - GENERAL COUNSEL			overwrite t		
DATE & TIME (FOR SUBSISTENCE CLAIMS)						210 GENERAL C			AMOUNT		FINANCE U		
RECEIPT D	ATE/	TRIP		TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	CHOOSE	PROJECT CODE	
MM/YY 0		DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMI	BER UNLES	S N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
1/02/18	07:55:00	01/02/18	22:40:00	14.75	External meetings in London	Car parking to catch train from Wilmslow station	Parking & tolls 26001		1 N/A	N/A	3.70	NO PROJECT - 0000	110-26001-00
						Food/drink	UK Subsistence & meals 26001		2 N/A	N/A	5.15	NO PROJECT - 0000	110-26001-0
						Food/drink	UK Subsistence & meals 26001		3 N/A	N/A	3.90	NO PROJECT - 0000	110-26001-0
									1				
$\overline{}$													
					H I								
									1				
									1				
-									1				
$\rightarrow$	_								+		-		
+	-								-				
-	-		_						_				
_	-								+				
-	-								-				
_													
									-				
									1				
			. h										
any note	s relating	to this clain	n here					-					
							TOTAL EXPENSES INCURRED				12.75		
aimant declaration:			Emma Bate		CASH ADVANCE RECEIVED								
ed that	I held a		ng licence			CO business and that where car or motorcycle mileage has been in connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)			12.75	•	
	Heathe	r Dove			Once the errors in Cell ISO-52 are resolved, forward expenses@ico.org.uk with "approved expenses" in t	this claim and your scanned receipts to your approver who should r	eview it and then email it to	NO ERRORS	n/a n/a				

- FOR DETAILED INSTRUCTIONS SEE INSTRUCTIONS TAB.
- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.

- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.

NAME:					James	James Dipple-Johnstone DATE OF CLAIM: DD/MM/YY				8	CLAIN	Dipp28-02-18	
Control of the						COST CENTRE (TEAM NUMBE	COST CENTRE (TEAM NUMBER / NAME):			ITRE HERE	overwrite t		
DATE & TIME (FOR SUBSISTENCE CLAIMS) RECEIPT DATE/ TRIP END TOT		TOTAL				RECEIPT		NO.	AMOUNT CLAIMED CHOOSE CURRENCY		FINANCE US		
TRIP S	1	DD/MM/YY	2.7	TRIP HRS	REASON FOR TRIP	DESCRIPTION OF EXPENSE WHAT YOU PAID FOR	CATEGORY  CHOOSE FROM DROP DOWN LIST	NUMBER		PASSENGERS N/A APPEARS	UK£	PROJECT CODE USE DROP DOWN LIST	CODE
19/02/18		20/02/18	00:00:00		WHY YOU TRAVELLED  Meetings with Dutch DPA - The Hague	Incidental overnight expense	Overseas overnight incidental allowance 2			N/A APPEARS		NO PROJECT - 0000	SEL-26002-000
13/02/18		20/02/18		riy a			Overseas overnight incluental allowance 2	11/1/	+	IN/A	10.00	NO PROJECT - 0000	3EE-20002-000
									-				
									+				
									-				
									-				
									-				
									+				
									+				
									-				
r any n	otes relatin	g to this clain	n here					Total miles	0				
							TOTAL EXPENSES INCURRED				10.00		
imant	declaratio	nn:			James Dipple-Johnstone		CASH ADVANCE RECEIVED						
imed th	nat I held a		ng licence			CO business and that where car or motorcycle mileage has been in connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)			10.00	•	
					Once the errors in Cell I50-52 are resolved, forward expenses@ico.org.uk with "approved expenses" in I	orward this claim and your scanned receipts to your approver who should review it and then email it to    n/a					ORE SUBMITTING CLA		

- FOR DETAILED INSTRUCTIONS SEE INSTRUCTIONS TAB.
- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:					James	S Dinnie Ionnstone			DD/MM/YY 16/02/18				
						COST CENTRE (TEAM NUMBER )	R / NAME): SELECT COST CENTRE HERE "other" s				this cell with currency if		
DATE & TIME (FOR SUBSISTENCE CLAIMS) RECEIPT DATE/ TOT.				TOTAL				RECEIPT	NO.	NO.	AMOUNT CLAIMED CHOOSE		FINANCE USE
TRIP S	TART	TRIP EN	D	TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES		COMPRENCY	PROJECT CODE	
D/MM/YY	00:00:00	DD/MM/YY 0	0:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUM	BER UNLES	S N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
05/02/18		05/02/18		n/a	Taxi from meeting withthat over-ran to catch Eurostar (London)		UK Travel & Accommodation 26001		1 N/A	N/A	7.00	NO PROJECT - 0000	SEL-26001-0000
05/02/18		08/02/18		n/a	Art 29 Plenary, Brussels and CNIL, Paris	Incidental Overnight Expenses	Overseas overnight incidental allowance 2	N/A	N/A	N/A	30.00	NO PROJECT - 0000	SEL-26002-0000
			-						-			-	
									-				
									-				
									-				
									+		-		
									1				
									-				
									-				
			-						-				
er any no	otes relatii	ng to this claim h	ere										
							TOTAL EXPENSES INCURRED				37.00		
imant o	declarati	on:		- 1	James Dipple Johnstone		CASH ADVANCE RECEIVED						
imed th	nat I held				en incurred wholly, exclusively and necessarily on ICO bu e vehicle used had a motor insurance policy for use in co	siness and that where car or motorcycle mileage has been onnection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)			37.00	-	
	Heath	er Dove			Once the errors in Cell I50-52 are resolved, forward this c expenses@ico.org.uk with "approved expenses" in the su	laim and your scanned receipts to your approver who should re	view it and then email it to	ERRORS	n/a SELECT	COST CENTRE II	N CELL 14 BEF	ORE SUBMITTING CLA	IM.

- FOR DETAILED INSTRUCTIONS SEE INSTRUCTIONS TAB.
- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:					James	Dipple Johnstone	DD/MM/YY	16/02/18			CLAII	Dipp16-02-18	
						COST CENTRE (TEAM NU	MBER / NAME):	SELECT COST CENTRE HERE overwrite this cell with currency "other" selected below  AMOUNT					
RECEIPT	(FOR SUE	ATE & TIME BSISTENCE CL		TOTAL				RECEIPT	NO.	NO.	CLAIMED		FINANCE US
TRIP ST		TRIP	END	TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER		PASSENGERS	CHOOSE	PROJECT CODE	
/MM/YY		DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUM	BER UNLES	S N/A APPEARS	EURO €	USE DROP DOWN LIST	CODE
05/02/18		07/02/18		n/a	Art 29, Brussels	Drinks from vending machine at Commission, Brussels	Overseas Subsistence & meals 26002		0 N/A	N/A	10.00	NO PROJECT - 0000	SEL-26002-000
									+		-		
-									+				
									1				
-													
_									-				
									1				
-								-	+	-	-		
-									-	-	-		
-									+				
rany no	tes relatin	ng to this clain	m here					-					
							TOTAL EXPENSES INCURRED				10.00		
imant d	leclaratio	on:			James Dipple Johnstone		CASH ADVANCE RECEIVED						
ned tha	at I held		ing licence			O business and that where car or motorcycle mileage has be in connection with business, was taxed and had a valid MOT		FINANCE)			10.00	· •	
					Once the errors in Cell ISO-52 are resolved, forward texpenses@ico.org.uk with "approved expenses" in t	his claim and your scanned receipts to your approver who she subject.	ould review it and then email it to	ERRORS	n/a SELECT n/a	COST CENTRE I	N CELL 14 BEF	ORE SUBMITTING CLA	ım